

**Terms of Reference: Appointment of a service provider for the provision of professional services in, designing and production (soft copy) as well editorial services of the 2021 newsletter editions.**

<b>RFQ Number</b>	<b>ASA 11/05/2021</b>
<b>Date of issue</b>	<b>13/10/2021</b>
<b>Bid Closing date</b>	<b>28/10/2021 at 12:00 pm</b>
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

**1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

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**2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:**

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## 1. BACKGROUND

Agreement South Africa (ASA) is an entity of the Department of Public Works and Infrastructure responsible to undertake the technical assessment and issuing of fit for-purpose certificates for non-standardised construction products. These are the official terms of reference (TORs) commissioned by ASA for the provision of professional services for designing, layout, editing, proofreading and production (soft copy) of the 2021 Newsletter editions.

## 2. INVITATION FOR PROPOSALS

Agreement SA requests proposals and quotations from suitable suppliers for the provision of professional services in, designing and production (soft copy) as well editorial services of the 2021 newsletter editions.

## 3. SCOPE OF WORK

The appointed service provider will be expected to perform the following services as duties and responsibilities:

- Conceptualise and design the Newsletter (4 editions) and provide initial design concepts for ASA to choose from
- Design, layout and typesetting
  - Overall design according to ASA brief
  - Supply stock photography where appropriate
  - Layout of: Newsletter content
  - Coordinate all changes from ASA and making sure that they are incorporated to the newsletter.
- Proof reading and editing of the newsletter.
- Reproduction of the online copy

## 4. DELIVERABLES/EXPECTED OUTPUTS

- Overall design and client briefings
- Edited copy of the newsletter (electronic version)
- 4x Newsletters (1 per quarter)

## 5. TIMING AND DELIVERY

The project will run from appointment of the service provider for a duration of 1 YEAR. The expected delivery date - will be communicated once the service provider is appointed.

## 6. Evaluation Criteria

### 6.1 The following Documents must be provided as Pre-qualification for further evaluation

- Registration Summary report on Central supplier Database (CSD)
- Original / Certified BBBEE Certificate or Sworn affidavit.
- Completed SBD forms 4, 6.1, 8 & 9.
- General Conditions for Contract.

### 6.2 The following criteria and weights shall apply when considering the proposals:

CRITERIA FOR TECHNICAL SPECIFICATION	WEIGHT
<p>Provide a list of three (3) similar projects relating to the scope of work indicating budget and period that projects took place.</p> <p>The bidder must provide at least three signed and dated client/company references (with contact numbers) within the past 3 years (<b><i>Unsigned and undated letters will result in bidder scoring zero</i></b>)</p> <p>No reference = 0 Points            1 reference = 1 point            2 references = 3 Points            3 references = 5 Points</p>	20
<p>Proposed project team must have relevant skills, qualifications and experience – attach minimum of 3 CV's.</p> <p>No CV's = 0 Points            1 CV = 1 point            2 CV's = 3 Points            3 CV's = 5 Points</p>	20
	60

<p>Approach</p> <ul style="list-style-type: none"> <li>• <b>Design, layout, and typesetting: (30)</b> <ul style="list-style-type: none"> <li>○ Overall design according to ASA brief</li> <li>○ Supply stock photography where appropriate</li>   <li>○ Coordinate all changes from ASA and making sure that they are incorporated to the newsletter.</li> </ul> </li> </ul> <p>No provision of the design, layout = 0 Points  Design and layout not relevant = 1 point  Design/layout with technical information = 3 Points  Sample of similar design used previously = 5 Points</p> <ul style="list-style-type: none"> <li>• <b>Content Management (30)</b> <ul style="list-style-type: none"> <li>○ Provide the type of Content Management you will be using</li> <li>○ Layout of: Newsletter content and cover page</li> <li>○ Proof reading and editing of the newsletter</li> <li>○ Supply stock photography where appropriate</li> </ul> </li> </ul> <p>No content management provided = 0 Points  Only layout provided = 1 point  Only stock photography provided = 3 Points  Newsletter sample provided = 5 Points</p>	
<b>Total</b>	100
<b>Threshold Score</b>	<b>60</b>

## 7. SUBMISSION OF PROPOSALS AND QUALIFYING CRITERIA

- The service provider should have the ability to adhere to deadlines and flexibility (delivery deadline will be shared once service provider is appointed).
- An all-inclusive quotation as per the price schedule below.

### Price Schedule

Item	Description	RATE (excl vat)
1	Conceptualise, Design and Layout of the newsletter	
2	Editing and Proofreading	
3	Supply of stock photography	
<b>TOTAL AMOUNT (EXCL VAT)</b>		
<b>15% VAT</b>		
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>		

## 8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.